

ERS FINANCIAL OFFICER

Employees' Retirement System (ERS)

THE PURPOSE: The ERS Financial Officer provides senior management and the Employees' Retirement System (ERS) Board with financial data necessary for budgetary and financial decisions. The person in this position oversees the efficient and timely performance of the accounting department, with \$4+ billion in assets and \$20+million in operating expenditures, including supervising professional and support staff who process the monthly pension payroll for 11,000 retirees and record salary and contributions for 12,000+ active employees of the retirement system.

ESSENTIAL FUNCTIONS:

- ◆ Directly supervise and coordinate the activities of employees in the accounting department, including contractors and vendors, ensuring that standard accounting principles are followed in keeping ERS financial records.
- ◆ Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures to assure sound fiscal control; and assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- ◆ Determine work procedures, prepare work schedules, and expedite workflow; develop, study and standardize procedures to improve efficiency and effectiveness of operations.
- ◆ Provide advice, leadership and direction for accounting staff; train, motivate, and evaluate assigned staff; review progress and direct changes as needed.
- ◆ Coordinate the preparation of the annual budget and monitor expenditures throughout the year.
- ◆ Prepare executive summaries and progress reports for senior management, sub-committees, and the ERS Board.
- ◆ Approve and audit work products, invoices, expenses and communications.
- ◆ Coordinate with City departments, member agencies, and service providers on issues related to Trust administration.
- ◆ Perform other duties as assigned.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Accounting, Business, Finance, or closely related field from an accredited college or university.
2. At least four years of progressively responsible experience in governmental accounting, including experience working with internal controls, payroll, accounts payable, budgeting, and financial projects.
***NOTE:** Equivalent combinations of education and experience may also be considered.*
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- ◆ Experience providing staff supervision.
- ◆ CPA certification.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of governmental accounting, including internal control procedures; payroll, accounts payable, and pension contribution functions; GAAP; and GASB standards.
- Knowledge of sophisticated computerized accounting systems as well as standard software applications such as word processing and spreadsheet.
- Knowledge of tax regulations; familiarity with tax reporting.
- Honesty and integrity.
- Ability to communicate effectively orally and in writing.
- Ability to supervise and train employees.
- Ability to work cooperatively and effectively with all levels of City government, including Board members, elected officials, support personnel, and service providers.
- Ability to analyze and solve problems.
- Ability to use sound judgment in making decisions.
- Ability to work in a self-directed and well-organized manner.

CURRENT SALARY RANGE (11) IS: \$69,090 to \$96,722 annually with excellent benefits.